



Memorandum

155 Brooklawn Avenue
Bridgeport, Ct 06604

tel. 203.366.6003

fax. 203.384.1751

www.wilesarch.com

To: Al Kelly, Chairman, Ken Jones

From: George Wiles, Craig Wiles

Date: January 31, 2012

Re: Fairfield Ludlowe High School Window Replacement Project

BACKGROUND

Wiles Architects has completed the preliminary inventory / study of the Window Replacement requirements for the Fairfield Ludlowe High School dated July 25, 2011. Included in the preliminary study a limited amount of testing was performed by AMC Environmental to determine if any hazardous material existed in connection with the removal and replacement construction activities. The Pre Renovation Hazardous Material Inspection prepared by AMC Environmental is dated October 21, 2011, and was presented to the Building Committee in October 2011.

Wiles Architects Study dated July 25, 2011

AMC Environmental Pre Renovation Hazardous Material Inspection Report dated October 21, 2011.

HARDOUS MATERIALS

Hazardous Materials are contained in the existing window sealants, and will require special removal procedures. Levels of Hazardous Material are below the EPA threshold in most instances, but there are "hot spots" that are of concern, and require additional testing moving forward to determine the exact nature of the removal process and proper State & Federal EPA notifications.

The Hazardous Material has been identified as PCB's. This is a carcinogenetic material that must be removed. It can only be encapsulated under extreme circumstances, and then will require constant monitoring over the life of the building.

The limited sampling of the study determined the existence of Hazardous Material only. Additional and extensive testing of all windows will be required to determine the method and extent of the removal process, and necessary documentation for State & Federal agencies.

Once PCB's are discovered in a building the Owner, Town, is obligated to immediately notify the State & Federal agencies, and to develop a removal plan within a reasonable length of time.

To date no State or Federal Agencies have been notified. The New England Regional Office of the EPA did contact AMC Environmental after noticing a news article.

It is strongly recommended the Town move quickly to file the necessary documentation in regards to proper notifications and corrective action plans.

SCOPE OF WORK

Wiles Architects scope of work will include preparation design, construction & bid documents and the administering & coordinating the further testing of all windows to remain or replaced. Testing will assumable be done by AMC Environmental.

Schematic Phase

- Coordinate with the Town of Fairfield BOE to arrange and attend the BSF prep meeting for State Grants.
- Prepared overall building plans identifying windows to remain and to be removed.
- Coordinate with AMC to determine the required notifications for State & Federal Agencies.
- Coordinate with AMC to determine the extent and type of testing that maybe required
- Develop an overall tracking plan for test results and testing protocols.
- Assemble testing and window replacement requirements into a public presentation format.
- Prepare preliminary cost budgets
- Attend up to four Town meetings

• Design Development Phase

- Based upon the Building Committees approval further develop the documents to illustrate the scope of the Window Replacement Project
- Coordinate with AMC Environmental test results.
- Provide support documents for State & Federal notifications.



155 Brooklawn Avenue
Bridgeport, Ct 06604

tel. 203.366.6003

fax. 203.384.1751

www.wilesarch.com

- Identify the various locations and levels of hazardous materials including contaminations of adjacent building components such as brickwork and/ or soils from the AMC test results.
- Determine the size, type, & quantity of each widow type to be replaced
- Prepare an Outline specification for the work.
- Prepare design Development window elevations and details for estimating purposes.
- Develop an up dated estimate, and or coordinate with the Town's separate Estimating consultant.
- Attend up to four Town meetings.
- **Construction Development Phase**
 - Based upon the Building Committee's approval prepare detailed construction documents that illustrate the extent of the work for construction, permitting, and bidding purposes.
 - Provide building back grounds to AMC Environmental for preparation by them of Hazardous Removal Design Documents
 - Update budget estimate
 - Coordinate final documents with AMC Environmental prior to bidding.
 - Coordinate with the Town of Fairfield BOE in regards to on site work restrictions and building occupancy.
 - Submit final plans to the State of Connecticut BSF for Project Completion Test and secure approval to go out to bid.
- **Bidding Phase**
 - Coordinate with the Town of Fairfield Purchasing Department as to biding requirements and bid forms.
 - Coordinate Bidding with AMC Environmental & the Building Committee in terms of bidding strategies for the project.
 - Issue addenda
 - Review Bids
- **Construction Administration Phase**
 - Review Submittals
 - Conduct o site project meetings

- o Review & recommend Applications for Payment
- o Issue responses to RFI's.
- o Project Closeout
- **Professional Services**
 - o Based upon a Window Replacement Project with a Construction value of approximately \$3,000,000.00 our proposed fee would be eight 8% of the construction cost.
 - o This would include the administering of and coordination with AMC Environmental.
 - o It would not include the services required by AMC Environmental or any costs in connection with the cost of various tests that will be required.

	Window Replacement project cost <i>not</i> <i>including Haz</i> <i>Mat removal</i>	fee	total fee
	\$3,000,000.00	8%	\$240,000.00
schematic phase		15%	\$36,000.00
development phase		20%	\$19,200.00
const doc phase		40%	\$96,000.00
bidding		5%	\$19,200.00
const admin phase		20%	\$48,000.00
		100%	\$240,000.00

\$48k

\$12k

- **Optional Services not included in the Basic Service amount above**
 - o Hazardous Removal Design or Bid Documents.
 - o Cost of permits & or governmental fees
 - o Costs of Testing
 - o Destructive investigations to determine wall compositions
 - o Town meeting beyond those included in the basic services



155 Brooklawn Avenue
Bridgeport, Ct 06604

tel. 203.366.6003

fax. 203.384.1751

www.wilesarch.com

- o Meetings & Travel to Federal or State agencies for approvals.

- **Reimbursable Expense**

- o Reimbursable Expenses will be invoiced to the Town of Fairfield at cost plus fifteen percent.
- o Reimbursable Expenses are as defined in the Standard Town of Fairfield Argument between the Town & the Architect.
- o We suggest a budget of approximately \$10,000.00.